

# Community Assembly

March 2, 2017



# Guest Login

- **Wi-Fi Options : WiFi3 or Mason**
- **Password: wcccguest1603**



# New ONS Staff

- **Abbey Martin, New Community Programs Coordinator in ONS**
  - Moved to Spokane in 2015 from the Midwest
  - Extensive experience in community organizing and community development.
  - Has been working in the Spokane community through Gonzaga University over the last two years.
  - Abbey is excited to start working with the neighborhood program and you may see her walking through West Central with her dog.
- **Jason Ruffing, New Neighborhood and Housing Specialist in ONS & CE**
  - Coming to Spokane from Texas where he was performing Code Enforcement and Neighborhood Services duties in an integrated office for the last two years.
  - He has experience working with neighborhood based grants.
  - Jason will be starting on March 20, 2017.

# Community Assembly New Facilitator

- **Bart W. Logue** is currently serving as the Police Ombuds for the City of Spokane. He began serving his position on Sept. 29, 2016.
  - Bart is recently retired from the United States Marine Corps. Bart has a bachelor of science in Human Services/Criminal Justice and a Master's degree in Forensic Sciences and an additional Master's degree of National Security Affairs in Middle Eastern Studies. Bart is decorated with a Bronze Star.
  - **Luvimae Omana, Assistant to the Ombuds**
  - Luvimae has dual degrees in Business Administration and Political Science from UC Riverside and JD from Gonzaga.
- ☐ **Phone: 509-625-6742**
- ☐ **Email: [spdombudsman@spokanecity.org](mailto:spdombudsman@spokanecity.org)**

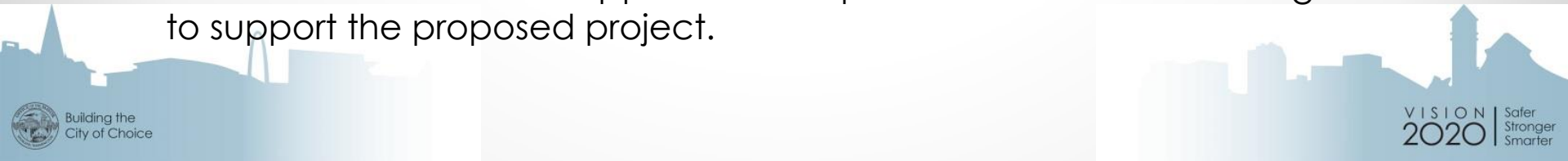
# 2017 Program Application Dates and Deadlines

- **Community Engagement Grant for Neighborhoods Councils & Community Assembly**

- ❑ Application due on May 15, 2017
- ❑ Submit applications to: [codeenforcement@spokanecity.org](mailto:codeenforcement@spokanecity.org)
- ❑ Materials can be found on the Community Assembly webpage: <https://my.spokanecity.org/neighborhoods/community-assembly/>

- **Traffic Calming Program**

- ❑ Applications due by April 4<sup>th</sup>, 2017
- ❑ Submit applications to Katie Myers: [kmyers@spokanecity.org](mailto:kmyers@spokanecity.org)
- ❑ Applications can be found on the Traffic Calming webpage: <https://my.spokanecity.org/neighborhoods/programs/traffic-calming/>
- ❑ Each neighborhood is allowed to submit 3 applications this year (one residential, one arterial and a third of the neighborhoods choice).
- ❑ Please note: Residential applications require a 400ft buffer of 51% signatures to support the proposed project.



# 2017 Program Application Dates and Deadlines

- **Mobile Speed Feedback Program**

- ❑ Application due on March 4, 2017
- ❑ Submit applications to: [kmyers@spokanecity.org](mailto:kmyers@spokanecity.org)
- ❑ Application materials can be found on the Mobile Speed Feedback Program webpage: <https://my.spokanecity.org/neighborhoods/programs/speed-feedback/>

- **Neighborhood Clean up Program**

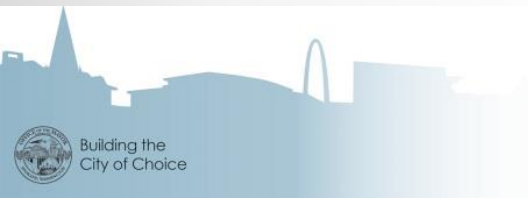
- ❑ Application due on June 5, 2017
- ❑ Submit applications to: [rminarik@spokanecity.org](mailto:rminarik@spokanecity.org)
- ❑ Application materials can be found on the Clean-up Program webpage: <https://my.spokanecity.org/neighborhoods/programs/clean-up/>

# Cleaning From the Corridor 2017

- **New! This event will be held twice a year! While we've done it for the last five years, it was previously held once annually.**
- **Spring CFTC will be April 29, 2017 in the Emerson/Garfield Neighborhood.**
- This event will also be held in the fall within the Bemiss neighborhood.
- These events are focused around cleanliness, safety and community building.
- There will be an opportunity for all those interested to sign up to volunteer through the Volunteer Spokane website: <http://www.volunteerspokane.org/>

# ONS Contact information

- **Heather Trautman**, Director of ONE, CE & Parking Services
  - ❑ Email: [htrautman@spokanecity.org](mailto:htrautman@spokanecity.org)
  - ❑ Phone: 625-6854
- **Melissa Wittstruck**, Neighborhood & Housing Specialist
  - ❑ Email: [mwittstruck@spokanecity.org](mailto:mwittstruck@spokanecity.org)
  - ❑ Phone: 625-6087
- **Rod Minarik**, Community Programs Coordinator
  - ❑ Email: [rminarik@spokanecity.org](mailto:rminarik@spokanecity.org)
  - ❑ Phone: 625-6737
- **Katie Myers**, Community Programs Coordinator
  - ❑ Email: [kmyers@spokanecity.org](mailto:kmyers@spokanecity.org)
  - ❑ Phone: 625-6733
- **Abbey Martin**, Community Programs Coordinator
  - ❑ Email: [amartin@spokanecity.org](mailto:amartin@spokanecity.org)
  - ❑ Phone: 625-6858





# Central City Line

Spokane Neighborhoods Community Assembly

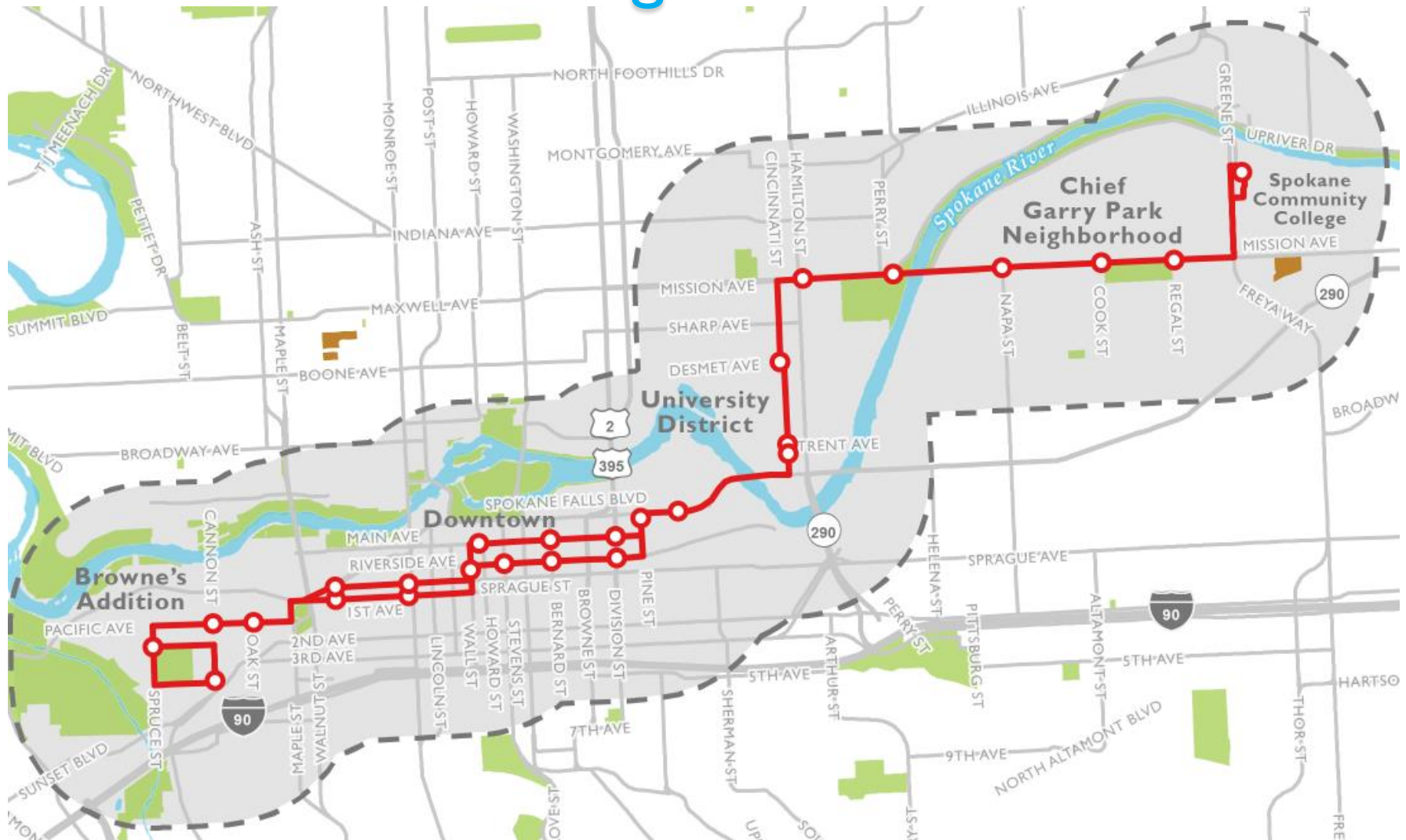
Thursday, March 2, 2017

5:30 PM – 8:00 PM

West Central Community Center

1603 N. Belt, Spokane, WA

# Alignment



# Project Timeline

PUBLIC OUTREACH AND INPUT

ENGINEERING

ENVIRONMENTAL REVIEW

SMALL STARTS GRANT

CONSTRUCTION



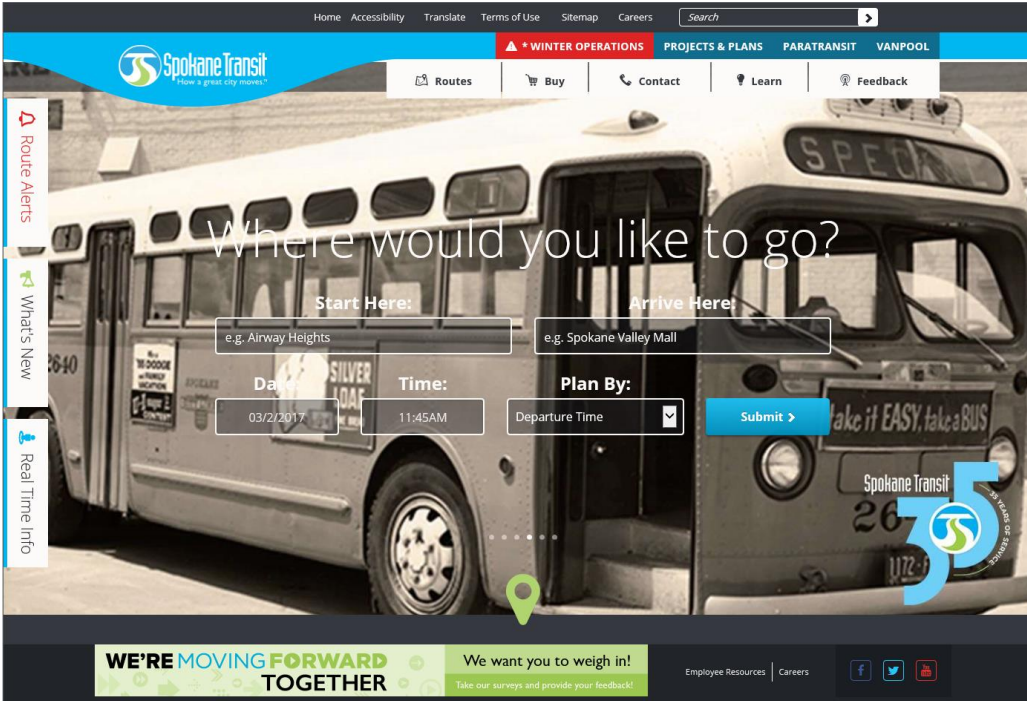
## Next Steps

- Open House Gonzaga Univ. March 9, 4-6PM
- Submit the preliminary ratings package
- Gather public/stakeholder feedback
- Obtain letters of support
- Submit formal application
- Obtain funding approval
- Complete engineering design
- Begin construction

# Project Information

[www.spokanetransit.com](http://www.spokanetransit.com)

- Project and Plans
- Central City Line



The screenshot shows the Spokane Transit website interface. At the top is a navigation bar with links: Home, Accessibility, Translate, Terms of Use, Sitemap, Careers, and a search bar. Below this is a secondary navigation bar with links: Routes, Buy, Contact, Learn, and Feedback. The main content area features a large image of a Spokane Transit bus with the text "Where would you like to go?" overlaid. Below the image is a trip planning form with the following fields:

- Start Here:** e.g. Airway Heights
- Arrive Here:** e.g. Spokane Valley Mall
- Date:** 03/2/2017
- Time:** 11:45AM
- Plan By:** Departure Time
- Submit >**

At the bottom of the page, there is a banner that reads "WE'RE MOVING FORWARD TOGETHER" and a section titled "We want you to weigh in!" with the text "Take our surveys and provide your feedback!".

Thank you!

...

# Spokane Neighborhoods Community Assembly

**“Provide a vehicle to empower Neighborhood Councils’ participation in government”**

*Meeting Agenda for Thursday, March 2, 2017*

**5:30 to 8:10pm – West Central Community Center, 1603 N Belt**



*Proposed Agenda Subject to Change*  
Please bring the following items:  
\*Community Assembly Minutes: February 2016

AGENDA ITEM	Presenter	Time	Action	Page No.
Introductions	Facilitator	3 min–5:30		
Proposed Agenda ( incl. Core Values, Purpose and CA Calendar)	Facilitator	2 min–5:33	Approve	1
Approve/Amend Minutes ▪ February 2016	Facilitator	5 min–5:35	Approve	5
OPEN FORUM				
Reports/Updates/Announcements	Please Sign Up to Speak!	10 min–5:40		
LEGISLATIVE AGENDA				
City Council ▪ Update	Councilmember	5 min–5:50	Oral Report	
Spokane Parks & Recreation ▪ Working With Neighborhoods	Chris Wright, Parks Board	20 min–5:55	Presentation/ Q&A	
Central City Line ▪ Small Starts Grant Application	Spokane Transit (STA)	10 min–6:15	Presentation/ Q&A	
CA/Community Development ▪ Update	Fran Papenleur	10 min–6:25	Oral & Written Report	12
Liaison Committee ▪ Urban Forestry	Paul Kropp	10 min–6:35	Oral & Written Report	17
Crime Prevention ▪ District 1 Series	Colleen Gardner	10 min–6:45	Oral & Written Report	22
Retreat ▪ Recap of February 11 <sup>th</sup> ▪ April Retreat	Committee Members	30 min–6:55	Discussion	
ONS/Code Enforcement ▪ Update ▪ April Retreat Funding	Heather Trautman	20 min–7:25	Oral Report	
Admin ▪ Joint CA/CC Meeting	Seth Knutson	5 min–7:45	Oral & Written Report	
CA Roundtable	CA Reps	20 min–7:50	Discussion	
OTHER WRITTEN REPORTS				
2017 CA Committee Goals	Katie Myers		Written Report	25
Budget Committee – Final Report and Goals	Kathryn Alexander		Written Report	28
Plan Commission Liaison	Greg Francis		Written Report	34
Land Use Committee	Teresa Kafentzis		Written Report	37
PeTT – Sidewalk Workshop March 28 <sup>th</sup>	Paul Kropp		Written Report	39
Building Stronger Neighborhoods	Tina Luerssen		Written Report	40

**\* IF YOU CAN'T MAKE THE MEETING, PLEASE SEND YOUR ALTERNATE!!!! \***

## UPCOMING IMPORTANT MEETING DATES

- *March 7: CA/CD, West Central Community Center, 1603 N Belt, 5:30pm*
- *March 14: Public Safety, YMCA Corporate Office, 1126 N Monroe, 3:30pm*
- *March 16: Land Use, West Central Community Center, 1603 N Belt, 5:30pm*
  - *March 23: Budget, Fire Station 4, 1515 W. First, 6pm*
  - *March 27: BSN, Vessel Coffee Roasters, 2823 N Monroe, 12pm*
- *March 28: CA Administrative Committee (agenda item requests due. Please submit all written material to be included in packets two days prior to CA meeting date), ONS Office, 6<sup>th</sup> Floor, City Hall, 4:30pm*
  - *March 28: PeTT, West Central Community Center, 1603 N Belt, 6pm*
  - *March 30: Joint CA/CC, Southside Senior Activity Center, 3151 E 27<sup>th</sup> Ave, 5:30pm*
  - *April 4: CA/CD, West Central Community Center, 1603 N Belt, 5:30pm*
- *April 6: Community Assembly, West Central Community Center, 1603 N Belt, 5:30pm*

## MEETING TIMETABLE PROTOCOL

In response to a growing concern for time constraints the Administrative Committee has agreed upon the following meeting guidelines as a means of adhering to the Agenda Timetable:

1. When a presenter has one minute left in the time allotted the facilitator will raise a yellow pennant and indicate a verbal notice.
  - a. Should any Neighborhood Representative wish to extend the time of the presentation or comment/question period they may immediately “Move to extend the time by (1) to (5) minutes”.
  - b. An immediate call will be made for a show of hands in support of the extension of time. If a majority of 50% plus 1 is presented the time will be reset by the amount of time requested.
  - c. Extensions will be limited to (2) two or until a request fails to show a majority approval. After (2) two extensions, 1) if a motion is on the table, the facilitator will call for a vote on the open motion to either a) approve or not approve, or b) to table the discussion; 2) if there is no motion on the table, a request may be made to either (1) reschedule presenter to a later meeting, or (2) ask presenter to stay and finish at the end of the agenda.
2. When the allotted time has expired, a red pennant and verbal notice will be issued.

Administrative Committee

## COMMUNITY ASSEMBLY LIAISONS & REPS (Draft)

Citizens Transportation Advisory Board (PeTT): Jim Bakke, 466-4285, [jfbakke@q.com](mailto:jfbakke@q.com)

Community, Housing, & Human Services Board: Fran Papenleur, 326-2502, [papenleurf@yahoo.com](mailto:papenleurf@yahoo.com)

Design Review Board: Kathy Lang, [klang0132@gmail.com](mailto:klang0132@gmail.com)

Plan Commission: Greg Francis, [gfrancis1965@yahoo.com](mailto:gfrancis1965@yahoo.com)

Plan Commission Transportation Advisory Committee (PeTT): Kathy Miotke, 467-2760,

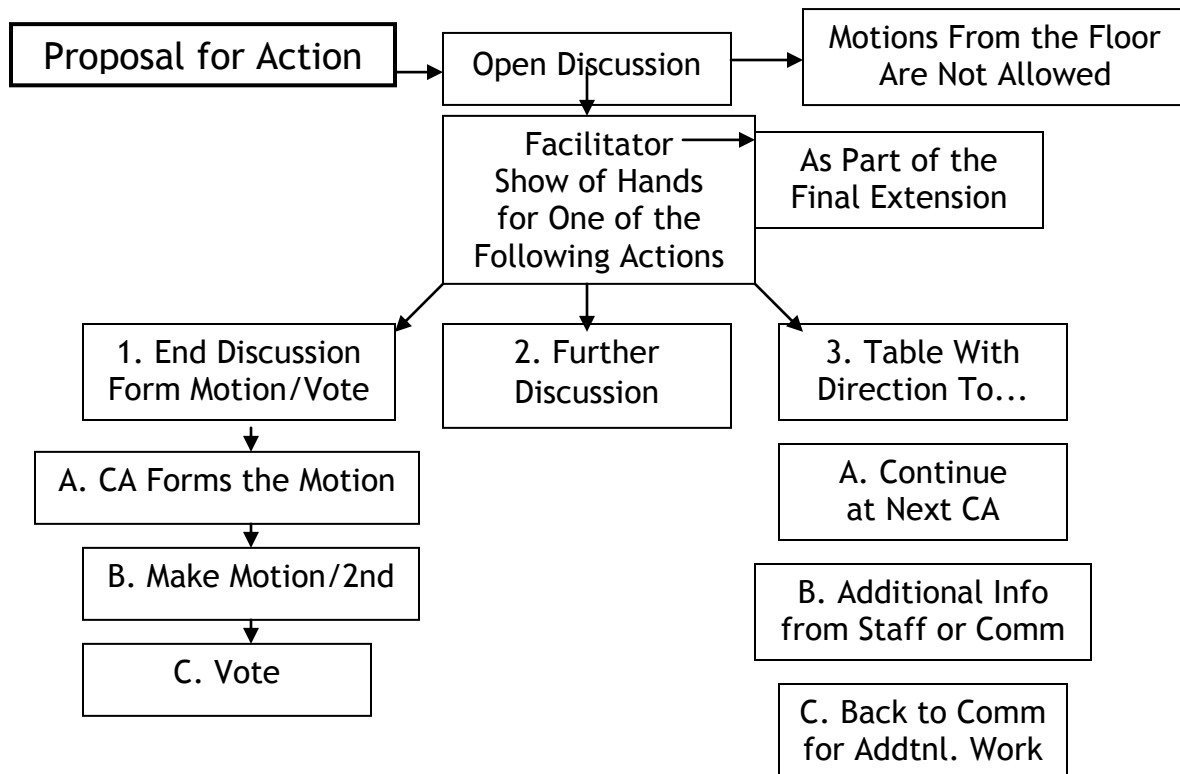
[zaromiotke@yahoo.com](mailto:zaromiotke@yahoo.com) and Charles Hansen (alternate), 487-8462, [charles\\_hansen@prodigy.net](mailto:charles_hansen@prodigy.net)

Urban Forestry: Carol Bryan, 466-1390, [cbryan16@comcast.net](mailto:cbryan16@comcast.net)



a. CA Rules of Order:

- i. To speak at a meeting, a person must be recognized by the facilitator only one person can be recognized at a time. Each speaker has one minute. When all who wish to speak have been allowed their time, the rotation may begin again.
- ii. When a proposal for action is made, open discussion will occur before a motion is formed by the group
- iii. As part of the final time extension request, the Facilitator will request a show of hands by the representatives at the table to indicate which of the following actions the group wants to take.
  1. End discussion and move into forming the motion and voting.
  2. Further Discussion
  3. Table discussion with direction
    - a. Request time to continue discussion at next CA meeting.
    - b. Request additional information from staff or CA Committee
    - c. Send back to CA Committee for additional work



# **Community Assembly Core Values and Purpose**

## **CORE PURPOSE:**

Provide a vehicle to empower neighborhood councils' participation in government.

## **BHAG:**

Become an equal partner in local government.

(This will be further expounded upon in the Vivid Description. What does this mean to you?)

## **CORE VALUES:**

**Common Good:** Working towards mutual solutions based on diverse and unique perspectives.

**Alignment:** Bringing together the independent neighborhood councils to act collectively.

**Initiative:** Being proactive in taking timely, practical action.

**Balance of Power:** Being a transparent, representative body giving power to citizens' voices.

## **VIVID DESCRIPTION:**

The Community Assembly fulfills its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to serving their neighborhood and their city as liaisons and leaders.

The Community Assembly initiates and is actively involved early and often in the conception, adoption and implementation of local policy changes and projects. The administration and elected officials bring ideas to the Community Assembly in the forming stages for vetting, input and participation. The Community Assembly is a valuable partner to these officials and neighborhoods in creating quality policy & legislation for the common good.

The Community Assembly stimulates participation in civic life among our residents. Citizens that run for political office will believe in the importance of partnering with the Community Assembly and neighborhood councils. Those candidates' active participation and history with neighborhoods contributes to their success, enhancing successful partnerships between the Community Assembly and local government.

## Community Assembly Meeting Minutes

February 2, 2017

### 1. Proposed Agenda

- a. Design Review Board agenda item changing to Southgate KXLY Development

### 2. Approve/Amend Minutes

- a. Approved

### 3. Reports/Updates/Announcements

- a. Greg Francis, Rockwood

- i. Comp plan chapter 2 – there are some proposals to make Hamilton a level 2 truck route.
  - 1. Suggest that Neighborhood Councils look at these arterial maps; this may impact your neighborhood.
  - 2. Also suggest reviewing chapter 4, the Transportation Chapter
  - 3. Make suggestions to City Staff at [www.shaingspokane.org](http://www.shaingspokane.org)

- b. Andy Hoyer, Southgate

- i. The Southgate Neighborhood Council will be sending a letter in support of a grant from the Federal Transit Administration to STA for the purpose of constructing the City Central Line. We also encourage other neighborhoods and the CA to write similar letters. Correct recipient and timing will be provided by Mr. Paul Kropp for optimal effect.

- c. Colleen Gardner, Chief Garry Park

- i. Tool libraries, which have been around since at least the 1970s, offer communities a way to share resources that would otherwise spend the vast majority of the time sitting in drawers and garages.
  - 1. <http://www.shareable.net/blog/how-to-start-a-tool-library-in-your-community>

- d. Fran Papenleur, Audubon/Downriver

- i. CACD committee meeting is this coming up Tuesday, February 7, 2017 at 5:30pm at the West Central Community Center. CDBG is on a very short timeline this year. Talk with your Neighborhood Council and figure out what you priorities are.
- ii. CHHS board meeting March 1<sup>st</sup>, 2017 at 4:00 pm at City Hall in the Briefing Center. Public Comment for the action plan for CHHS at 5:30 pm the same evening and location.

### 4. City Council, Updates

- a. Councilmember Mike Fagan, District 1 Representative

- i. Council is putting together a calendar to have council coverage at each Community Assembly meeting for the remainder of 2017. Throughout the year you will see rotating council members.
- ii. Update: Council is currently looking at multifamily tax exemption.

## 5. Design Review Board Liaison

- a. Kathy Lang, Design Review Board Liaison
  - i. Southgate KXLY Development
    - 1. <https://static.spokanecity.org/documents/neighborhoods/getinvolved/agendas/2017/02/community-assembly-agenda-packet-2017-02-02-rev2.pdf>

## 6. Comp Plan Update

- a. Lisa Key, Director of Planning
  - i. New Center Designations, New Corridor Designations
    - 1. <https://static.spokanecity.org/documents/neighborhoods/getinvolved/agendas/2017/02/community-assembly-agenda-packet-2017-02-02-rev2.pdf>
    - 2. Any Neighborhood Council that wants Lisa Key to come present on this topic please reach out to her and she would be happy to come discuss this information. [lkey@spokanecity.org](mailto:lkey@spokanecity.org)
  - ii. North Monroe Project Presentation and Survey are currently online. Please fill out your surveys and give us your feedback.
  - iii. Multifamily tax exemption – open house is this Friday, February 3, 2017 from 10:00 am to noon. Please stop by City Hall in the Briefing Center.

## 7. Retreat

- a. Kelly Lotze, Browne's Addition
  - i. CA February Retreat
    - 1. February 11, 2017 at the Northeast Community Center from 9:00 am to 3:00 pm.
    - 2. Agenda:
      - a. Lisa Key, Planning, Comp Plan & Projects
      - b. Katherine Miller, Integrated Capital
      - c. Kyle Twohig, Engineering
      - d. Diane, Overview of CHHS Process
      - e. Dawn Kinder, CDBG Process overview
      - f. Lisa Key/CA, Standing Committee Goals
      - g. Lunch
      - h. Heather Trautman, District Model
      - i. Heather Trautman/CA supporting Neighborhoods
      - j. Summary
    - 3. Bring your own lunch – contact Kelly or Kathryn about coordinating water and coffee.

Motion to approve the agenda

Approve: 18

Oppose: 0

Abstention: 0

## **8. Comp Plan Review by CA**

a. Seth Knutson, Cliff Cannon

- i. Would the Community Assembly like to review the final Comp Plan proposal? Would the CA approve the committees of the CA to take sections of the plan to review and report back? Committees could have this prepared by March.

### Open Discussion:

1. Spreading this out is a good idea.
2. The Final draft is released February 21st, the hearing for the Comp Plan is March 8th – this may be very difficult to get done in time.
3. Planning will take comments through the hearing – just realize it will not be done in time for plan commission.
4. Input does not have to make it to the plan commission.
5. City Council hearing is tentative set for the beginning of June.
6. Instead of having the committees do it we have people at the table who have already read this before – maybe we have them reread the final version.
7. We need to take this back to Neighborhood Councils and have them do the work.
8. Committees are good for this because they meet monthly and have established communication.
9. Recommend that the PeTT committee look at the Transportation chapter and report back.
10. Discussion pushed to Round Table if time permits

## **9. Design Review Boards for Neighborhood Councils**

a. Colleen Gardner, Chief Garry Park & Greg Francis, Rockwood

- i. Preliminary discussion regarding DRB for Neighborhoods, the Land Use Committee will take up this topic and do more research to see what can be done to improve the relationship between the plan commission and neighborhoods.
  1. Current atmosphere does not allow for planning resources to initiate any further explorations of this issue at this time.
  2. Task to great to undertake trying to establish a workable DRB for 29 neighborhoods.
  3. One size does not fit all.
  4. Resources not available to enforce.

5. Already have in place rules that govern design with respect to Shoreline, public spaces, Downtown, Centers/Corridors, and Departures.
  6. Most codes currently in place would address concerns of Neighborhoods.
  7. Explore other options by working with Colleen Gardner, Greg Francis, Planning and Community Assembly Standing Committee (s).
- ii. Ask the Land Use Committee to take a survey of Neighborhood Council's top issues.
1. Many Neighborhood Councils are dealing with development, what are the areas we need to look at to help them through this process?
  2. Tools can be created to assist Neighborhood Councils to begin an open dialog with developers.
  3. Design a workshop in conjunction with planning for NC (roleplay) assist in the communication piece.
  4. Have the planners build more of a discussion with developers when they come in the door to better work w Neighborhood Councils.
  5. Neighborhood Councils that had successful relationships with developers can share their success stories.
  6. Success stories – neighborhoods have had success with this in the past. This would be a way to be better situated with developers.

Motion: Ask the Land Use committee to follow up on the recommendations from today's presentation on DRB for neighborhoods and to initiate the survey.

Approve: 18

Oppose: 0

Abstentions: 0

#### **10. Building Stronger Neighborhoods**

- a. Tina Luerssen, Grandview/Thorpe
  - i. CA handbook training will be offered on Monday, February 6, 2017 at 6:00 pm at Knox Presbyterian (806 W. Knox).
  - ii. Facebook Training will be offered on March 20, 2017 at 6:00 pm at City Hall in Room 614
  - iii. BSN Marketing Plan Proposal:

1. <https://static.spokanecity.org/documents/neighborhoods/getinvolved/agendas/2017/02/community-assembly-agenda-packet-2017-02-02-rev2.pdf>
2. Print Ad's very various in prices.
3. Inlander rates are about \$35.00 for Bulletin Boards Ads
4. Annual manual (printed once a year in the Fall) - Reaches a lot of people, average cost about \$1360.00
5. The Voice section (North Voice, South Voice) this may be the best bang for our buck.
6. Spokane public radio- 2 spots per week \$1352.00
7. KXLY – 2 week TV blitz. \$2430 per month
8. Tote bags: conversational piece – \$215 per 100 tote bags (better as a neighborhood council purchase w CA money?)
9. All this pricing information can be found in the February CA Packet.

## 11. Budget

- a. Kathryn Alexander, Bemiss
  - i. Budget training will be held February 13, 2017 at 6:30 pm at the Southside Senior Center, Schultz Room, 3151 E 27th Ave. This is the only training that will be offered.
  - ii. Community Assembly Grant guidelines
    1. <https://static.spokanecity.org/documents/neighborhoods/getinvolved/budget-committee/2017-neighborhood-council-grant-program-guidelines.pdf>
    2. This guideline packet will give you key dates and deadlines, inform you of what can and cannot be done with this funding, printing costs guidelines, and the reimbursement process.
    3. No money will be granted until the application has been properly filled out and submitted.
    4. Any thoughts, questions, or feedback you have, please direct them to the budget committee.

## 12. Liaison Committee

- a. Paul Kropp, Liaison Committee Chair
  - i. Introduced the next CA-associated positions the Liaison Committee is starting a search for neighborhood council members to consider taking. These are on the Citizen Advisory Committee (CAC) to the park board's urban forestry committee.
    1. The Urban Forestry Citizens Advisory Committee has two (2) of its twelve (12) positions specifically allocated to the Community Assembly

2. Current members of the CAC will be making brief presentations to the Community Assembly at its next three meetings to give everyone a good idea about that is involved
- ii. Paul Kropp introduced the city's urban forester, Angel Spell, to give some background and further information.
  1. Neighborhood councils and the Community Assembly were instrumental in creating the urban forestry program and its citizen advisory committee
  2. The urban forestry citizen advisory committee meets once a month at 3:00 pm at the Finch Arboretum (two Tuesdays before each monthly park board meeting)
  3. CAC members have a 4 year term
  4. This is not a mayoral appointment. The park director will acknowledge Community Assembly selections for these urban forestry Citizen Advisory Committee positions

To inquire about application contact the Liaison Committee chair, Paul Kropp.

### 13. ONS/Code Enforcement

- a. Heather Trautman, Director of ONS, CE, and Parking Services
  - i. The District Model Recap
    1. <https://static.spokanecity.org/documents/neighborhoods/getinvolved/agendas/2017/02/community-assembly-agenda-packet-2017-02-02-rev2.pdf>

### 14. Admin Committee

- a. Seth Knutson, Cliff Cannon
  - i. Joint CACC dates and Locations
    1. March 30, 2017 – 5:30 pm at the Southside Senior Center
    2. June 29, 2017 – 5:30 pm at the Northeast Community Center
    3. August 31, 2017 – 5:30 pm at the West Central Community Center
    4. November 30, 2017 – 5:30 pm at the East Central Community Center

### 15. Roundtable

- a. No discussion

### 19 Reps Present

**In Attendance:** Chief Garry Park, Southgate, Rockwood, North Hill, Lincoln Heights, NIT, Logan, Audubon/Downriver, Grandview/Thorpe, West Hills, Bemiss, Whitman , East Central, Emerson/Garfield, Browne's Addition, Nevada Heights, Minnehaha, West Hills, Manito/Cannon Hill



**Not in Attendance:** Balboa/SIT, Comstock, Five Mile Prairie, Hillyard, Latah/Hangman Valley, Northwest, Peaceful Valley, Riverside, Shiloh Hills, West Central

DRAFT

**Community Assembly/Community Development (CA/CD) Committee  
Meeting Minutes  
Tuesday, February 7<sup>th</sup>, 5:30-7:00 p.m.  
West Central Community Center**

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**Present:** Tim Musser (Emerson Garfield), Thomas Powell (Emerson Garfield), Jessie Norris (West Central), Jose Cenicerros (West Central), Sylvia St Clair (West Central), Bonnie McInnis (West Central), Patricia Rose Matisse (West Central), Kathryn Alexander (Bemiss), Donna Fagan (Bemiss), Charles Hansen (Whitman), Fran Papenleur (Audubon-Downriver), Bill Forman (Peaceful Valley), Valena Arguello (East Central), Gabby Ryan (East Central), Mindy Muglia (Nevada Heights), Barbara Ann Bonner (Logan), Mark Davies (North Indian Trail), Gretchen Chomas (Spokane Regional Health District),

**City Staff:**

Nikki Graham-Brown, CHHS, CDBG Program Specialist  
George Dahl, CHHS, CDBG Program Manager  
Heather Trautman, Office of Neighborhood Services (ONS) Director

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***Welcome and Introductions***

Minutes for December were reviewed and approved. There was no January meeting.

***District Model***

Heather presented an introduction to a new service delivery approach driven by the Mayor. It creates a year-long pilot to address specific issues by district. The overarching goal is to help focus the City's efforts in partnership with the community to improve neighborhood safety, livability, and address the problems that are unique to district areas of the City. There will be a stakeholder orientation meetings for each district:

District One – February 16, Northeast Community Center

District Two – February 23 East Central Community Center

District Three – March 1, West Central Community Center

Heather noted that the City's operation under this model will not change the CDBG program in any way.

***Consolidated Planning Process***

George provided an overview of the differences between the Consolidated Planning Process (federal) and the Comprehensive Planning Process (state). The Planning Department has been seeking public comment and review of the Comprehensive Plan amendments. While an important part of community development, the City of Spokane Comprehensive Plan (governed by RCW 63.70A) and Consolidated Plan (governed by 24 CFR Part 91) are two separate documents with different reporting requirements.

George explained that the Consolidated Planning process includes the following documents: Annual Action Plan, Consolidated Annual Performance Evaluation Report (CAPER), Assessment of Fair Housing and the Citizen Participation Plan. Each component of the Consolidated Planning Process includes an element of citizen participation and public comment. CHHS will revise and seek public comment on the Citizen Participation Plan later in 2017.

The CHHS Board will host a Public Hearing on Wednesday, March 1<sup>st</sup> at 5:30 PM in the Spokane City Council Briefing Center (lower level of Spokane City Hall) to review the draft 2017 Program Year Annual Action Plan. Citizens are encouraged to attend the Public Hearing to learn more about the Consolidated Planning Process.

### ***Updates***

- **Priorities/Project Menu**

In response to an earlier e-mail communication to CA and NC leadership regarding neighborhood priorities for CDBG projects and menu suggestions, George received two e-mails in support of the menu and zero additions. Mid-March is the deadline for receiving applications and final vetting from non-profit organizations. Menu items will be available for Neighborhood discussion/application beginning in April. Neighborhood applications are due by June 30.

- **Parks Projects**

Several neighborhoods had questions about the status of various CDBG-funded parks projects. It was suggested that a meeting be held next month with a Parks Department representative to get updates. Fran will follow up on this idea and get back to the committee attendees with more information.

[Post-meeting update: Please see e-mail from George Dahl on 2/23/17 titled "CA/CD Committee - Parks Projects" for parks project updates and additional information.]

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***Next Meeting: Tuesday, April 4, 2017, 5:30 p.m., West Central Community Center***

The final Project Menu will be presented.

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Hello Members of the CA/CD Committee,

During our February meeting, there were several neighborhoods that inquired about their CDBG funded parks projects. Staff from the Community, Housing and Human Services Department (CHHS) and Parks

PARK	SCOPE	STATUS	NEXT STEP	PRIORITY
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Department (Parks) have met to discuss and summarize the status of CDBG funded parks projects between 2014 and 2016. The information provided below is a summary of that meeting between CHHS and Parks. Please review the information below and let George ([gdahl@spokanecity.org](mailto:gdahl@spokanecity.org)) or Nikki ([ngrahambrown@spokanecity.org](mailto:ngrahambrown@spokanecity.org)) know if you have any questions. We are trying to provide neighborhood councils with the information they seek without having to contact multiple City departments. We intend to provide status reports on all Parks projects during future CA/CD Committee meetings.

We have also attached a diagram to provide clarity regarding communication between neighborhoods, CHHS and the Parks department. Please review the attached diagram and let us know if you have any questions about the communication process for CDBG funded parks projects.

The CA/CD Committee meeting that was tentatively scheduled for Tuesday, March 7<sup>th</sup> has been canceled. Our next meeting will be Tuesday, April 4<sup>th</sup> from 5:30 to 7:00 at the West Central Community Center. During this meeting we will discuss the draft project menu. An agenda will be sent in advance of this meeting.

The chart below indicates the status of the various CDBG-funded Parks Projects. Following the application and approval process, each project goes through four phases Design, Bid, Contracting, and Construction.

The **Design** phase consists of the Parks Department creating drawings and specifications for the work to be completed. Please note that the Parks Department has limited capacity for the design on these projects, so the projects have been prioritized as listed on the chart. Once the design for the first project is complete, the design phase for the second project will begin.

Once the design is complete, the **Bid** phase includes advertising and offering an invitation to bid to contractors based on the specifications in the design and other federal and state requirements.

Next, the **Contracting** phase consists of the negotiations and final agreements between the Parks Department and the selected contractor(s).

Finally, the **Construction** phase can begin. Construction may take place on multiple projects at one time.

Projects completed or canceled (with no additional pending improvements funded through CDBG) are at the bottom of the chart. Parks with new or continuing improvements are listed at the top, including their current status and when the next step is anticipated by the Parks Dept.

		Lighting in Construction; Pathway & Equip in Design Phase	Complete Design, then Bidding/Contracting - Spring 2017	
Rochester Park	Continuing park improvements			1, 2
Dutch Jake's Park	Lighting & tree removal	In queue for Design Phase	Design - Spring 2017	3
Hays Park	Lighting & Phase I Path	In queue for Design Phase	Design - Spring 2017	4
		Lighting, etc. is Complete; Adaptive Ball Field Phase II		
Mission Park	Continuing park improvements	in queue for Design Phase	Design - Fall 2017	5
Emerson Park	Pathway	In queue for Design Phase	Design - Spring 2017	6
CDA Park	Multiple park improvements	In queue for Design Phase	Design - Fall 2017	7
AM Cannon Park	Playground	Complete	n/a	n/a
Harmon Park	Lighting	Complete	n/a	n/a
Highbridge Park	Multiple park improvements	Canceled (ineligible)	n/a	n/a
Overlook Park	Multiple park improvements	Canceled (ineligible)	n/a	n/a
Peaceful Valley	Playground & Lighting	Complete	n/a	n/a
Polly Judd Park	Multiple park improvements	Canceled (ineligible)	n/a	n/a
Riverwalk Park	Pathway	Complete	n/a	n/a
Shadle Park	Amphitheater Demo	Complete	n/a	n/a

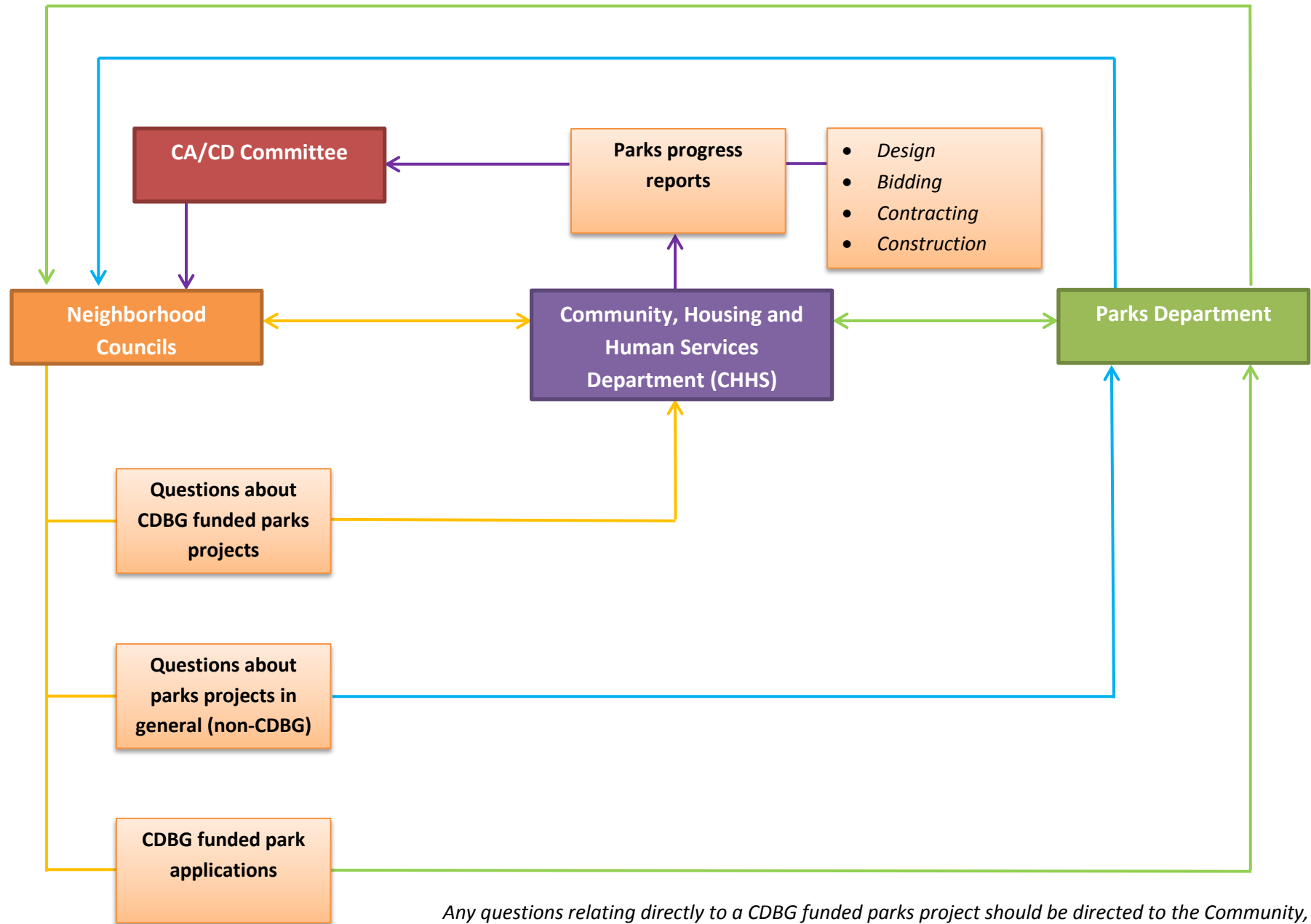
If you have any questions regarding these projects or other CDBG-funded Parks projects that you do not see on this list, please contact Nikki in CHHS at [ngrahambrown@spokanecity.org](mailto:ngrahambrown@spokanecity.org) or 509-625-6346.

Fran Papenleur – CA/CD Committee Chair



**George C. Dahl** | City of Spokane | Community, Housing & Human Services  
509.625.6036 | fax 509.625.6315 | [gdahl@spokanecity.org](mailto:gdahl@spokanecity.org)

## NEIGHBORHOOD COUNCIL COMMUNICATION DIAGRAM FOR CDBG FUNDED PARKS PROJECTS



*Any questions relating directly to a CDBG funded parks project should be directed to the Community, Housing and Human Services Department (CHHS). General parks related questions not related to a CDBG funded activity should be directed to the Parks Department.*

Date: February, 2017  
From: Liaison Committee  
To: Community Assembly Representatives  
Neighborhood Council Leadership  
Subj: Urban Forestry Citizen Advisory Committee  
Open Position and Application

### **FOR YOUR ATTENTION AND DISTRIBUTION**

The Community Assembly and its Liaison Committee are recruiting neighborhood council members interested to apply for one of the two CA member positions on the Urban Forestry Citizen Advisory Committee (CAC), a part of the city's urban forestry program.

The Community Assembly's Urban Forestry Citizen Advisory Committee members will:

- Agree to attend at least three CAC meetings before selection to serve
- Attend monthly CAC meetings generally on the first Tuesday of the month at 3 PM in the Finch Arboretum
- Expect to serve a term of four years that is renewable once
- Report to the CA in writing or by oral presentation on suitable occasions and at least twice a year

In Spokane, "urban forestry" is all about street trees and city parks.

The city's urban forestry program:

- Is established as a function of the parks department ([SMC 12.02.904](#))
- "Exercises jurisdiction over trees and shrubs within the public rights-of-way and other public places"
- "Regulates and permits the planting, pruning, removal, replacement, and maintenance of all street trees"
- Is managed by an urban forester designated by the parks director
- Employs a park board tree committee and its associated citizen advisory committee to make policy for recommendation to the park board and the city council ([SMC 04.28](#))

The Urban Forestry Citizen Advisory Committee works with the Park Board's Urban Forestry Tree Committee on matters of policy and practice related to the "urban canopy" of trees within city rights-of-way (street trees) and in city parks and other public places. (SMC 12.02.904 and SMC 04.28 are linked at web addresses in this document for your reference.)

New or replacement members of the Community Assembly's Urban Forestry Citizen Advisory Committee will be selected by the Community Assembly from applicants who are members in good standing of a neighborhood council upon the recommendation of the Liaison Committee.

CAC membership applications will be available at the Office of Neighborhood Services and on its web site in early March and will be taken until the end of April.

Individuals interested in making application may contact the Liaison Committee chair, Paul Kropp, for additional information and advice. (Email please, [pkropp@fastmail.fm](mailto:pkropp@fastmail.fm))

The urban forester, Angel Spell, can also provide information and perspective. (509.363.5495, [aspell@spokanecity.org](mailto:aspell@spokanecity.org))

The Urban Forestry web page is <https://my.spokanecity.org/urbanforestry/>. The Tree Facts page is particularly interesting: <https://my.spokanecity.org/urbanforestry/tree-facts/>.

City of Spokane Parks and Recreation Department  
Urban Forestry Tree Committee  
Urban Forestry Citizen Advisory Committee (CAC)

2017 meeting schedule (through May)

Time: Tuesday afternoons, 3:00pm – 4:15 pm

Location: Woodland Center, John A. Finch Arboretum  
3404 W. Woodland Blvd

CAC Dates: Jan 31  
Feb 28  
April 4  
May 2  
May 30

Angel Spell | Urban Forester | City of Spokane Parks and Recreation  
509.363.5495 | [aspell@spokanecity.org](mailto:aspell@spokanecity.org)

Guy Gifford | Citizen Advisory Committee Chair  
509.990.6218 | [guy.gifford@dnr.wa.gov](mailto:guy.gifford@dnr.wa.gov)





**Citizen Advisory Committee  
To the Spokane Urban Forestry Tree Committee  
March, mtg. 2017  
Finch Arboretum, Willow Room.  
Woodland Center 3404 W Woodland Blvd**

**MEETING AGENDA  
CALL TO ORDER**

**February 28, 2017      3 PM**

**ROLL CALL**

**CEREMONIES, APPOINTMENTS, ANNOUNCEMENTS**

**CONSENT AGENDA**

Approval of minutes.

**COMMITTEE AND REPORTS**

Heritage Tree- Tim K.  
Staff Report – Angel Spell

**Old Business**

Ponderosa pine contest  
New members  
Community Assembly

**New Business**

Spring Field trip

**ADJOURNMENT**

**Tree of the month: Red Oak aka Northern Red Oak, *Quercus Rubra***

Height: 60-100 feet common up to 150 feet

**Interesting facts:**

- State tree of New Jersey
- Important hardwood for furniture and flooring.
- Native East of the Mississippi (more or less)
- Oak Wilt, a fungal disease that clogs water conducting vessels likes this type of Oak.

**Spokane tree inventory.**

- Broadleaf Deciduous Large tree.
- 518 trees in the inventory.
- 4 trees greater than 42” dbh



## **MEETING MINUTES**

Meeting called to order at 3:03pm on January 31<sup>st</sup>, 2017 at the Finch Woodland center

Attendees: Guy Gifford, Becky Phillips, Tim Kohlhauff, Larry Lee, Hilary Nickerson, Angel Spell, Nancy MacKerrow, Carrie Anderson, Brent Berger

### **Ceremonies, Appointments, Announcements**

Hilary Nickerson joined the committee.

### **Consent Agenda**

The committee unanimously voted to accept Hilary Nickerson as a new Member-at-large. The minutes of the January 3<sup>rd</sup> meeting were approved as submitted.

### **Citizen Comments**

Nancy MacKerrow announced the first Susie tree planting of 2017 scheduled for March 8 or 9 at the National Bike Summit in Washington DC.

Carrie Anderson invited committee members to the Spokane Sustainable Local Food Colloquium on March 25<sup>th</sup> from 1-4pm at the Unitarian Universalist Church, 4340 W Fort George Wright Dr, Spokane, Washington 99224. Carrie also asked committee members to share the invitation with their contact lists.

### **Reports**

Heritage Trees: The sub-committee is organizing to work with SpokaneHistoric to add heritage trees to their smart phone app.

Staff Report: Angel reported her work plan for 2017. An annual work plan is a requirement for continuing as a Tree City USA. Some highlights of the plan include continuing improvements to the Finch Woodland center; replacing the bridge in the Arboretum; providing online access to tree work permits; taking over the Neighborhood tree program from the Neighborhood Services department, and transitioning some temp-seasonal positions to permanent part-time. The Spo-Canopy program will continue in 2017 with pruning, planting, and other needed tree work spread around the city. All of this is in addition to ongoing work including plan reviews, budget planning, community events

Ponderosa pine education: The sub-committee met and worked on a plan, which changed during the course of the CAC meeting. The original plan to run a contest to “Find the Largest Local Ponderosa Pine” was to kick off in March and run through Arbor Day, but the CAC decided there would be more community impact by running the contest from Arbor Day through the Fall Leaf festival.

- It was suggested that the winning entrant get the chance to plant a Ponderosa pine in their local park
- Facebook pages and websites could post short articles on treatment and care of Ponderosa pines
- Other programs could be encouraged to host hikes, classes, or events that incorporate Ponderosas
- Brent Berger, a guest at the meeting expressed interest in being an advocate for Ponderosa pines and Mr. Gifford invited him to join the sub-committee (without having to join the CAC).
- The committee would like to engage the media if possible, including the Spokesman-Review, the Inlander, and/or TV stations.

## **Old Business**

Private property trees: Becky Phillips agreed to present a comparison of the approach of different cities to regulating tree care on private property. This will tentatively be at the next meeting (Feb. 28<sup>th</sup>) but she will confirm with Guy. One suggestion was that instead of trying to regulate tree care, mature / maintained trees on private property might earn the owner a fee reduction on stormwater mitigation charges, or some other advantage.

## **Adjournment**

The committee adjourned at 4:07pm



The Neighborhood Councils of District 1 are pleased to present:

**A Conversation with Spokane Police Chief Craig Meidl**

**Date: March 21<sup>st</sup>, 2017**

**Time: 6-8 pm**

**Location: North East Community Center**

**4001 N Cook**

**Assembly Room**

Get to know your Police Chief first hand

This is an opportunity to ask those burning questions regarding crime/safety  
in your Neighborhood

Free refreshments

Please join us and get involved in crime prevention in your Neighborhood

Be part of the solution

## **Minutes for the meeting of February 21<sup>st</sup>, 2017**

### **Community Assembly Administrative Committee**

Attendees: Committee members Seth Knutson, Tina Luerksen, Patrick Rooks, Andy Hoye. City Staff Rod Minarik. Absent: Kelly Lotze.

### **March 2<sup>nd</sup> CA Meeting Agenda:**

City Council: 5 minute placeholder.

Spokane Parks & Recreation: 20 minutes for Chris Wright, Parks Board Chair, to discuss Neighborhoods working with Parks.

Central City Line: 10 minutes for STA, starting grant application process and looking for CA/NC support.

CA/CD: 10 minute committee update by Fran Papenleur.

Liaison Committee: 5 minute update by Paul Kropp re: Urban Forestry Liaison position. [Note: time increased to 10 minutes per Paul's request, via email vote after Admin meeting]

Crime Prevention: 10 minutes for Colleen Gardner to present a series which District 1 has developed.

Retreat: 30 minutes for Committee Members to recap 2/11/17 Retreat, and discuss upcoming 2<sup>nd</sup> Retreat. Admin has requested that ONS bring "meeting evaluation" forms to CA which can be filled out belatedly for the recent Retreat.

ONS/Code: 20 minutes for Heather to update, and if necessary discuss the availability of ONS funds for April retreat.

Admin: 5 minutes for Seth Knutson to remind everyone of Joint CA/CC meeting on Thursday March 30<sup>th</sup> and request agenda topics.

Roundtable: 20 minutes.

Topics for follow-up: CA/CC Meeting Agenda for March 30<sup>th</sup>. Facilitator Search: Has Heather contacted the potential volunteer facilitators that she had in mind?

Other business discussed:

CA meeting length/agenda times/extensions: After last month's marathon meeting, Admin committee is very aware of how many extensions are added on to presentations. During the Agenda Approval at the beginning of the meeting, Seth will remind CA Reps of our Rules of Order--including a request to not speak out of turn, and reminder that when someone from the audience is "recognized", that person will be put onto the list of people waiting to speak. Seth will also remind everyone that they have the ability to impact the length of the meeting by keeping their comments appropriate and quick, and by approving

or denying extensions. Admin Committee will also try to prepare the Agenda with more accurate time allowed for topics; the Open Forum time allocated has been increased from 5 minutes to 10 minutes, as this is more accurately reflective of the time spent on the Open Forum recently.

Concerns have been voiced to both Seth and Rod regarding the CA/CD committee. There is concern about George being the “facilitator”, and that one person is serving as both the CHHS Board Liaison and the CA/CD Committee Chair. Admin discussed these issues and is in agreement that there is no pressing issue that needs our attention at this time.

Next Admin meeting: Tuesday March 28<sup>th</sup>, 4:30pm at ONS.

## **Community Assembly 2017 Committee Goals**

### **Building Stronger Neighborhoods**

1. Plan and execute 5 Trainings, with a goal of one Training every-other-month, excluding the summer months.
2. Hold 2 Handbook Trainings, or as requested. First Handbook Training will be Monday Feb. 6th.
3. Hold more specific/in-depth Trainings on Social Media. Facebook 101 Training on Monday March 20th.
  - Other Trainings as requested/able.
4. Identify Marketing Opportunities (i.e. Inlander & Spokesman calendar listings, other print/radio/tv/online promotional opportunities) for Neighborhood Councils. Create a “tool kit” listing these opportunities and distribute to NCs.
  - Look at and have a training on city resources to assist with training materials such as Channel 5, Facebook, posts of training
5. Marketing: Refine BSN Committee’s role in Neighborhood Council & Community Assembly Marketing
6. As CA Budget allows, publish information for Neighborhood Council events.
7. Assist neighborhood councils to promote them and their events.
8. Include promotion and awareness of and participation in Neighborhood Councils

### **PeTT Committee Focus Areas**

1. Transportation chapter comprehensive plan update
2. Revised street standards
3. Bicycle master plan update
4. All-city sidewalk repair and infill program
5. 20 MPH speed limit designation for local access streets
6. Crosswalk policies (see street standards)
7. School sidewalk priority
8. ADA implementation (see street standards)
9. Traffic Calming before and after
10. PeTT 101 w/ emphasis on what NC and CA can do to impact transportation choices

### **Land Use Committee Goals**

The Land Use Committee seeks opportunities to interact with Neighborhood Councils, citizen groups and individuals within the boundaries of the City of Spokane to serve as a resource to land use resolutions: to propose changes to policies, regulations, actions and plans to the Community Assembly.

1. Follow the comprehensive plan chapter update process through to adoption in June 2016.
2. Follow comprehensive plan potential appeal on Morningside Comprehensive Plan Amendment through the CA-LUC for 2016 to completion.

3. Follow 2016 Comprehensive Plan Amendments passed (Queen Bee and Avista) through the development stages to learn about outcomes and neighborhood experiences.
4. Follow up with neighborhoods who have completed the neighborhood planning process through a survey to learn about their processes, successes, failures, etc. Feedback to be used for future neighborhood planning projects.
5. Track the Monroe Street project through completion to learn about outcome and neighborhood experience.
6. Increase participation by a variety of neighborhoods in land use committee.
7. Provide a Land Use 101 Training for Neighborhood Councils
8. Investigate a Best Practices Guide for Neighborhoods and Developers (not yet reviewed by committee)
9. Be pro-active with neighborhood councils on issues to help build capacity for the committee and participation.
  - Guide – Why participate in land use? and bring forward to the CA
10. Follow the docketing process for proposed amendments and additional comp. plan changes for center and corridors.

## Public Safety

1. Develop Education/Communication/Awareness Strategies to address neighborhood issues as identified from survey (recommend reduce to three top survey strategies)
2. Explore “Hate Free Neighborhoods” Campaign (recommend eliminate or reduce participation due to larger issue and groups specializing in this topic)
  - Partner with BSN on information campaign
  - Training or resources on what can NC do around this issue or create a NC campaign
  - Help connect NC to resources to fight this issue
3. Put on Public Safety 101 training
4. Invite participation of SPD and COPS in the committee
5. Work with Community Court on the expansion of their program

## CA/CD

1. To recommend collaboration between the neighborhoods, potentially by the new district service delivery model.
2. To assist NCs in crafting projects that meet CDBG standards and guidelines through educational outreach and training.
3. Educate the NC about project goals to bring families out of poverty and revitalize low income neighborhoods.
  - Provide a CA/CD Committee and CDBG Grant Funding 101 Training
  - Tie education as sharable resources and information for NC.
4. Committee to provide information on grants or other funding source to the NC.
5. Increase communication with parks on projects and program



## **Budget**

1. Gather statistics on the success and impact of the awards from each neighborhood including, impact and growth as part of the CA Report
2. Clarify our process/application and timeline procedures
3. Research additional funding options
4. Provide a mid-year report on spending (spent, committed and available)

## **Administrative Committee**

1. Review effective communication of the committee's with the CA and following the CA procedures.

## **Community Assembly Budget Final Report for 2016 – March 2017**

<b>Community Assembly Grant Amount</b>	<b>\$20,000</b>
Neighborhood Council Grant Funds Allocated:	\$14,000
Neighborhood Council Grant Funds Requested:	\$12,264.54 (88% of allocated funds requested)
Neighborhood Council Grant Funds Spent to Date:	\$11,025.68 (90% of requested funds spent)
 Community Assembly Funds Allocated:	 \$6,000
Community Assembly Funds Spent:	\$5,474.04 (91% of allocated funds spent)
 <b>Total Funds Spent to Date:</b>	 <b>\$16,499.72</b> (83% of total funds spent)
<b>Funds not spent:</b>	<b>\$3,500.84</b> (18% of total funds)

**This is based on November 2016 totals.**

**Number of Neighborhood Councils that participated: 25 four spent nothing**

**Approximate Total number of people impacted: 3400**

**Number of councils that saw increased attendance/involvement: 8 (over 1/3)**

### **Areas of Improvement**

- Quicker notification of grant approval and completion of printing. We were waiting and had to follow up numerous times to complete the process.
- The application had too many stipulations and limitations.
- The executive board of a neighborhood Council should be able to make decisions for the budget submission if needed. Notes from the executive board could be included.
- How to get cost info and who to work with in ONS
- Make the reimbursement policy easier
- Better estimating and turn around from Reprographics

### **Wish List**

- Utilize funds to break down the barriers for neighbors lack of

participation.

- A webpage with status and updates to allow the Councils to monitor the status
- Neighborhoods that did not submit for funding would relinquish their funds and those funds would be open for other neighborhoods to apply for those funds
- Two clear rounds of applications
- Since we don't always know what we want to do with the money it would be nice to get a fixed amount we could draw on as needed instead of having to list specific amounts

### **Appreciations**

- The staff working the effort was superb. They bent over backwards to work with our submissions and assist in achieving our objectives. Very well supported
- Please thank the Spokane City Council for the funding for Neighborhood projects and needs. The Community Assembly did a good job this year for the budget approval. Andrew Hoyer did a wonderful job helping Comstock NC with their budget application and refunds.
- Thank you very much for obtaining this funding source for the neighborhoods!
- This was a GREAT opportunity and offers a huge potential to neighborhoods as we continue to do this – keep it up!

### **Some preliminary plans for next year**

- Several targeted ads for the neighborhood events that will call attention to the active neighborhoods and the Community Assembly
- For the 2017 season we have revised the application, the application process and the reimbursement process.
- We held a packed training session for about 13 neighborhoods at the Southside Senior Center in February.

### **Here are some of the things that happened this year (NCs in no particular order)**

1. Lincoln Heights: Unclear on the number of people involved and saw no changes
  - a. Printed post cards
  - b. Printed magnets
  - c. About 10 people attend meetings

2. Bemiss:
  - a. *Over 500 people reached; Council increased with 7 voting members; 9 volunteers and a new sponsor*
  - b. Created concert banners they can use for years to come.
  - c. They produced four concerts this year
  - d. Printed t-shirts with their logo for sale
  - e. Printed a Council banner for parades
  - f. Printed thank you posters for their sponsors
3. Audubon/Downriver:
  - a. Bands for 3 concert series (200-300 attendees at each concert) approximately 600-900 total.
  - b. One park fee
  - c. 1000 color brochures
  - d. Regular meeting attendance is between 12-25 no discernable difference
4. Chief Garry Park created magnet's, flyers, also offered 4 different workshops
  - a. *Reached 170; Council increased by 5-10; increased 5 sponsors*
  - b. Workshops on variety of issues, gave out door prizes, mailings to
  - c. Members, stamps and labels, and money toward their block party.
  - d. Magnets for neighborhood
5. Grandview/Thorpe used funds for a neighborhood movie night.
  - a. *No survey returned about 80 people attended the event*
  - b. Used about \$400 that went to inflatable movie screen
  - c. And generator.
6. Cliff Cannon supported their neighborhood block party with entertainment
  - a. *No survey returned*
7. Northwest supported their concert at Shadle Park
  - a. *No survey returned*
8. West Hills printed:
  - a. *No survey returned*
  - b. Brochures
  - c. Flyers
9. Peaceful Valley held a neighborhood party
  - a. *No survey returned*
10. Whitman printed information for their block party
  - a. *Reached over 100 but no other discernable impacts*
11. West Central purchased
  - a. *No survey returned*
  - b. A small tent and
  - c. Printed brochures
12. Southgate printed:
  - a. *No survey returned*
  - b. Signage
13. Rockwood printed:

- a. Approximately 250 people reached
  - b. Neighborhood Council Brochures
  - c. Welcome bags
  - d. They have 15-20 at regular meetings and 35 at the annual meeting
  - e. They have received phone calls showing additional interest, but no clear difference in meeting attendance
  - f. Several local businesses have expressed interest in now supporting them
14. Hillyard supported the Hillyard Festival
- a. *No survey returned*
15. Nevada Heights
- a. *No survey returned*
  - b. Gave their funds to the new neighborhood, Shiloh Hills
16. Shiloh Hills purchased:
- a. *No survey returned*
  - b. Computer to be checked out for Neighborhood use
  - c. Printer to be checked out for Neighborhood use
  - d. Office supplies
17. North Hills printed:
- a. *No survey returned*
  - b. Magnets
  - c. Neighborhood profile form Shaping Spokane to inform the neighborhood
18. Manito/Cannon Hill purchased:
- a. Door Hangers still being passed out to inform the neighborhood
  - b. Office Supplies
  - c. Dump passes
  - d. 10 – 15 attend regular meetings and now have at least 4 more, 2 directly related to the door hangers
  - e. Much more interest on Nextdoor
19. Emerson Garfield sponsored:
- a. *No surveys returned*
  - b. A concert/block party and
  - c. Farmers market support
20. Comstock:
- a. *Approximately 610 people and 6 neighborhoods involved*
  - b. Purchased a canopy that was used for the Summer Parkways Event, Symphony concert, and Clean and Green Event
  - c. Laminated signs for the Clean and Green Event
  - d. Printed brochures and bookmarks
  - e. *10 – 30 people attend the regular meetings and they have seen about 8-9 additional people attending*
21. Logan:
- a. *They had about 1000 at their block party*
  - b. Printed 350 tote bags and 100 flyers

- c. Approximately 20-30 attend their regular meetings and now they have about 10 additional people

22. North Indian Trail:

- a. They had 500 at 3 meetings and from 100-200 at regular meetings (developer issue)
- b. 3000 agendas, magnets, 500 post cards
- c. *Regular attendance is about 60 and they have seen an increase of about 10-20*
- d. *They have added 2 additional sponsors and have seen many more people willing to help*

23. The Community assembly

- a. Purchased binders for their newly developed representative training
- b. Purchased an ad in the Inlander for fall neighborhood events to bring awareness of both the Community Assembly and the active neighborhoods to the public's attention
- c. Sent one person to NUSA
- d. Purchased 2 PA systems, 3 tents, 5 tables and 10 chairs to be checked out by neighborhoods as needed

Not all the money was been used there was approximately \$3,500 left because of illness the retreat facilitator was not contracted for the retreat.

Not all neighborhoods participated for a variety of reasons. We are working to increase the participation.

## **GOALS OF COMMUNITY ASSEMBLY BUDGET COMMITTEE** **FOR FISCAL YEAR 2017**

These goals are supplemented by both the 2017 Policies & Procedures and the Budget Committee Grant Program Guidelines

1. Gather statistics on the success and impact of the awards from each neighborhood including, impact and growth as part of the CA Report
2. Clarify our process/application and timeline procedures
3. Research additional funding options
4. Provide a mid-year report on the spending (spent, committed, available)

## **Plan Commission Liaison Report**

March 2, 2017

Greg Francis – gfrancis1965@yahoo.com

The Plan Commission provides advice and makes recommendations on broad planning goals, policies, and other matters as requested by the City Council. It meets the second and fourth Wednesday of each month at 2pm in the Council Briefing Center in city hall with hearings typically starting at 4pm if there are any scheduled for that session. All Plan Commission meetings are open to the public.

### **Hearings**

No hearings were conducted in February.

### **Workshops**

**Six-Year Street Program** – Many of the street projects added to this year's update to the six-year street program are aligned with the Central City Line project. These projects are being spread over a number of years to reduce the traffic impacts from doing too many street projects in one area in any given year. Last year's six year street program can be viewed at <https://static.spokanecity.org/documents/projects/capitalprograms/six-year-street-program-2017-2022-final-2016-07-05.pdf>. This year's update will remove completed projects and add some new projects.

**Central City Line Update** – A combined presentation was done by STA and Planning to discuss the Central City Line project status and changes being evaluated at the city-level to facilitate and maximize the benefit of the the CCL project. Some of the city-related actions could be some changes to land use policy around the CCL corridor to focus on transit-oriented development, encouraging the increase of residential density in Chief Garry Park along the corridor, prioritizing bike and pedestrian transit options, and monitoring the impact on home prices and rentals near the CCL. More info on the Central City Line is available at <https://www.spokanetransit.com/projects-plans/central-city-line>. There will also be an open house at the Hemmingson Center at Gonzaga University on March 9th from 4pm-6pm.

**North Monroe Corridor Project Update** – We received an update on this project, including going through the survey results (682 people participated in the survey), that shows that there is general support for the project. The most notable concern is the potential impact on commute times especially when following buses that have no pullouts. They are looking at adding one bus pullout between Montgomery and Carlisle to help address this issue. With regards to traffic levels, we were told that Monroe currently handles 16,000 cars/day and that a three lane road can accommodate 20,000 cars/day. They did acknowledge that transit times would increase slightly but the overall benefit of the project supports the change. More on this project can be found at <https://my.spokanecity.org/projects/north-monroe-corridor-project-2018/>.



**Transportation Impact Fee Update** – The transportation impact fee schedules were last updated in 2011 but the SMC states that fee schedules should be updated every two years. Impact fees vary by district and business type and various discounts can be applied depending on amenities provided at the site (e.g., bike storage), distance from public transit, and development in low-income areas. The impact fees are assessed on new development based on the expected vehicular trips the development will create and are used fund system improvements to the city’s transportation system.

## **Upcoming Hearings (Known)**

3/8 – Wetlands Ordinance Update

3/8 – Comprehensive Plan Chapter Update (deliberations will be on 3/22)

## **Comprehensive Plan Chapter Updates**

**Final Draft of Updated Comprehensive Plan Available** – The final draft of the draft Comprehensive Plan that will go before the Plan Commission on 2/8 is available for download. You can download either the fully formatted version (no red lines) or the old version of the Comprehensive Plan that has all of the proposed changes. You can also download all of the appendices as well. You can download either the full document or individual chapters. All documents can be downloaded from the Shaping Spokane project site at <https://my.spokanecity.org/shapingspokane/draft-plan/>. Comments will continue to be taken at [shapingspokane@spokanecity.org](mailto:shapingspokane@spokanecity.org) all the way up until the City Council hearing in June.

**Comment Review** – As of the 2/8 Plan Commission meeting, the Planning Department had received 209 public comments, fifty-eight Plan Commission comments, and fifty-one comments from City Council. These comments results in fifty-one specific changes to the updated comprehensive plan chapters in addition to some more general changes that were also made. The list of comments and their responses is available at <https://static.spokanecity.org/documents/shapingspokane/draft-plan/comment-response-matrix-shaping-spokane.pdf>.

**New District Centers in Comprehensive Plan Update** – During their comprehensive plan update briefings, the city council requested that Northtown and Five Mile shopping centers be designated as District Centers in the Comprehensive Plan. These two commercial areas had been evaluated as potential centers when the first comprehensive plan was written (along with 45 other commercial areas) but didn’t meet the criteria at the time. The land use chapter is being updated to ensure that zoning within these two new centers is not changed until a local subarea plan is performed, which is a requirement for all centers and corridors. As part of this proposed change, all residents near both shopping centers are being informed of the potential change in designation and the Planning Department is communicating with the impacted neighborhood councils.

**Comprehensive Plan Update Open Houses** – There will be several open houses between now and March 8th. Some of the open houses are focused specifically on the LINK/Transportation chapter while others will also have broader information including information on the new Implementation chapter, the Wetlands ordinance update, and the new proposed district centers. The updates are at the following dates, times and locations:

February 28th, 5:30pm-7:30pm at East Central Community Center (LINK only)

March 1st, 11:30am-4pm Downtown on the 1st Floor of River Park Square (LINK only)

March 2nd, 4:30pm-7pm in the Newton Lounge at West Central Community Center

March 7th, 5:30pm-7:30pm at the South Hill Library (LINK only)

March 8th, 3pm-4pm before the Plan Commission hearing in the Chase Gallery of City Hall

**CA Land Use Committee  
February 17, 2017  
D R A F T Minutes**

Recorder: Teresa Kafentzis  
Facilitator: Barb Biles

**Introductions:**

- Curt Fackler – West Indian Trails
- Kelly Cruz – West Central
- Patrick Rooks – West Hills
- Barbara Biles – Emerson Garfield
- Taylor Phillips – Emerson Garfield
- Greg Francis – Rockwood/Plan Commission Liaison
- Margaret Jones – Rockwood
- Teresa Kafentzis – Southgate
- Melissa Wittstruck – ONS
- Robynn Sleep – Cliff Canyon
- Teri Stripes – Planning and Development

**Approval of Agenda:** Approved as written.

**Approval of Minutes** – January minutes approved as submitted.

**OLD BUSINESS:**

Reviewed and revised LUC Policy and Procedures.

Motion made to accept the provisional changes to be used immediately and be approved at the March meeting. Passed 4 to 0.

Draft is attached.

**Executive Board Election:**

Teresa Kafentzis, Taylor Phillips, Patrick Rooks, Barbara Biles, Margaret Jones

Motion made to approve the nominated members for the Executive Board.

Passed 4 to 0.

**Multi-family Tax Exemption Evaluation Draft Charter – Teri Stripes**

- Incentive authorized by state to increase infill density in urban areas for all incomes that provides property owners a tax exemption for at least four new housing units. Now 8 years for market-rate housing; 12 years for affordable housing.
- Ordinance will sunset on December 31, 2017 unless extended, committee formed to evaluate.
- Committee is made up of three members from the Plan Commission and three members of the City Council.

- Committee will be looking at areas where the program will be applied and if it is meeting the goals after gathering data at open houses.
- First open house was February 3 with 22 attendees
- Many projects (1200 units) in the program.
- In 2015-16, \$25 million property returned to tax rolls
- Goal to adopt changes by November.
- Next open house in June-July.
- See documents attached to minutes.

#### **NEW BUSINESS –**

- Design Review Board – Greg Francis
  - Colleen Gardner proposed separate design review boards for each neighborhood council at meeting with Lisa Key in December 2016
  - Question is how can neighborhoods work better with developers?
  - Identify successes and failures and determine what caused outcome.
  - Proposed at CA at February 2017 meeting:
    - CA revised LUC Goals at February 11 retreat for LUC to survey neighborhoods

#### **REPORTS –**

##### **Plan Commission – Greg Francis**

- Update on 6-year street plan
- Modifications to impact fee use – keeping in area of development
- Updates on comp plan update process; final draft will be released by February 22.

#### **GOOD OF THE ORDER**

##### **March 16, 2017 Meeting:**

- Finalize LUC Policy and Procedures
- Presentation from Colleen Gardner and Greg Francis regarding Design Review Board and building better relationships with developers
- Brainstorm on LUC survey

**Meeting adjourned at 7:15 pm**

**Minutes submitted by Teresa Kafentzis, Recorder**

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#### **Neighborhoods Eligible to Vote as of 2/16/2017**

- **Emerson Garfield**
- **Rockwood**
- **Southgate**
- **West Hills**

Date: March 2, 2017

Fm: Paul Kropp  
PeTT Committee Chair

To: Community Assembly Representatives  
Neighborhood Council Leadership

**Workshop on All-City Sidewalk Repair and Infill  
Ways and Means**

**PeTT Meeting, March 28, 6 PM**

**West Central Community Center  
1603 N. Belt Street**

**FOR YOUR ATTENTION AND DISTRIBUTION**

The Community Assembly's Pedestrian, Traffic and Transportation Committee (PeTT) will host city council member Breean Beggs at its March 28 meeting for an extended workshop on establishing an all-city program to repair and infill the city's unsafe, broken, and missing sidewalks.

The extended workshop will be conducted in a stakeholder format.

All perspectives and input will be heard.

Please ensure your neighborhood council will be represented.

Community Assembly Committee:  
Building Stronger Neighborhoods  
2/27/2017 12:00PM  
Vessel coffee, 2823 N Monroe

Members present: EJ Iannelli (Chair: Emerson-Garfield), Tina Luerssen (Secretary: Grandview/Thorpe), Seth Knutson (Cliff-Cannon), Chris Flanagan (Manito/Cannon Hill), Debbie Ryan (East Central), Jay Cousins (Emerson-Garfield), Kathryn Alexander (Bemiss)  
ONS staff liaison: Katie Myers

- Committee Housekeeping
  - January meeting minutes approved
- Committee Business
  - Annual officers election: This was scheduled to happen in December, but the committee did not meet then and so we are overdue. EJ is retiring from the committee Chair position, so someone else will need to step in. We should also elect a Vice Chair, Budget Contact and Secretary. Tina has volunteered to remain Secretary, but all other positions still need to be filled. The committee will vote at our next meeting to fill these positions.
  - Review CA response to BSN Marketing Budget: Tina reported that the CA was uninterested in spending the money for an ad campaign as the committee proposed. BSN will have to submit a Budget Grant Application for \$500 just as any other NC or committee would have to do. Concerns raised included having a objective to the advertising; how to gauge the effectiveness of any advertising; possibly using Facebook advertising as it is able to track “clicks”.
    - BSN has decided not to devote any more time to paid advertising at this point. The idea of fundraising for marketing was raised.
    - Jay would like to have his video contacts attend BSN to educate the committee about the process/timing of creating video “spots”. Perhaps this could be our May training workshop. Jay will discuss this possibility with his contacts.
  - Cleaning from the Corridor: April 29<sup>th</sup>, 2017 along the North Monroe corridor, with the “center” being in the parking lot of the Extended Learning Institute. BSN will host a booth at this event with the big city NC map and brochures explaining the NC program with all NCs listed along with websites. Debbie has volunteered to staff this booth from roughly 8am-noon. BSN should determine how many brochures we would like, and submit a Budget Application for this expense.
    - May 15<sup>th</sup> is the deadline for CA Budget applications, and we will need a Contact person designated for the committee.
- Education & Outreach
  - CA Handbook Training was held earlier this month, with only three newly-involved attendees. The low attendance is frustrating,

especially with all of the requests for information which Tina heard at the Retreat, when the requested information is already present in the Handbook.

- Kathryn suggests taking this Handbook Training directly to NCs, as we can reach more people who may not be very involved and may not be aware of all that the CA does or can do. This topic of NC Outreach will be discussed further at our next meeting.
- CA Retreat was held earlier this month, with a review/discussion of Committee Goals. The BSN discussion included requests for training more related to other committees (i.e. Planning 101, Land Use 101).
  - Tina suggests holding all of these committee “101” trainings together as a CA Retreat.
  - Jay suggests allowing in-depth discussion at regular CA meetings, perhaps just one committee every month.
- Facebook Training Workshop: Scheduled for Monday, March 20<sup>th</sup> 6-8pm at City Hall, Room 614 (computer lab). EJ & Katie will lead this training, and will develop the agenda for the training together. Requests to include Facebook Advertising and Facebook Live in the training.
- NC Marketing/Publicity Toolkit: Beginning discussion on this toolkit, suggestion to work on the outline at regular BSN meetings, assigning individual topics to committee members to gather/write out information. EJ suggests to maintain the Toolkit in digital format and have it available on the ONS website, with some print copies. This discussion will be continued at our March meeting, and committee members should bring a list of topics/publications that they would like included to this meeting.
- Topics for next meeting:
  - Election of BSN Chairperson, Secretary, Budget Contact, and Vice Chair.
  - NC Outreach/Handbook Training discussion.
  - Work on Toolkit of NC Marketing/Free Advertising Opportunities: Topics for content, assign individuals to work on sections.
  - Facebook Training Workshop recap.
  - Cleaning From the Corridor: booth staffing, number of brochures to request.
  - Video work discussion—May Workshop?

Next meeting: Next regular meeting will be on Monday, March 27<sup>th</sup>. 12pm at Vessel Coffee Roasters, 2823 N. Monroe.